



JOB OPPORTUNITY

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Announcement Number: 08-585(AMENDED TO EXTEND CLOSING DATE)
Position Title: Chief, Environmental Services
Series and Grade: PG-0301-00
Salary Range: \$115,000 to \$ 145,000 PA
Promotion Potential: Senior Level Service (SLS) – Band 3
Opening Date: 05/08/08
Closing Date: 06/05/08
Location of Position: Office of the Chief Management Officer, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time
Who May Apply: All U.S Citizens

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MAJOR DUTIES:

The Chief, Environmental Services is a member of the leadership team for the Management Office under the general supervision of the Chief Management Officer, responsible for the operation, financial and personnel activities of the Environmental Health, Safety and Security Workforce services. This entails the development and implementation of a Progressive Health, Safety, Emergency Preparedness, Fire Prevention and Environmental Protection program. The Chief will establish and monitor programs and policies to ensure Agency compliance with all applicable local and federal laws and regulations.

The selectee will:

- Manage the quality of Health and Safety efforts assisting the managing directors in the execution of employee health and safety programs by providing management oversight for security, health, safety, and environmental programs.
- Provide appropriate guidance and oversight for all physical and employee security operations.
- Maintain a continuing overview of all programs within the department to ensure they are aligned and supportive of the GPO mission.
- Establish organizational priorities, clarify responsibilities, eliminate duplication, and resolve conflicts.

QUALIFICATIONS NEEDED:

Applicants must possess 1 year of specialized experience equivalent to the PG-15 grade level. Examples of specialized experience include skill in managing one or more functional area through subordinate supervisors, providing expert advice to senior managers. All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. *When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved.*

Applicants must address the following technical KSAs to receive consideration.

Knowledge, Skills, and Abilities required for this position:

1. Ability to simultaneously manage a number of extremely complex and highly visible projects to achieve the Agency's mission.
2. Demonstrated skill in motivating and coaching the work of a functionally-diverse staff to increase morale, productivity, and overall effectiveness.
3. Ability to provide advice on evaluation, selection, implementation and maintenance of safety, security and environmental protection systems.
4. Knowledge of a wide range of qualitative and quantitative methods used to evaluate the effectiveness of numerous special projects, programs and initiatives.

EXECUTIVE CORE QUALIFICATIONS (ECQ's): In addition to the technical KSAs described above, candidates will be evaluated, particularly in the interview stage, on their managerial qualifications. The following skills are considered to be essential for success as a senior executive. Applicants should be specific in documenting these areas in their application materials. Please provide information concerning your achievements and accomplishments in relation to each of the following areas:

- 1. Leading Change:** This core qualification encompasses the ability to develop and implement an organizational vision which integrates key program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- 2. Leading People:** This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
- 3. Results Driven:** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- 4. Business Acumen:** This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instill public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
- 5. Building Coalitions/Communication:** This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you may lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAs and ECQs listed in this announcement.

STEP 3: Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Service Center in Room C-106.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Application Processing, STP: HCD

U.S. Government Printing Office

732 N. Capitol Street, NW

Washington, DC 20401

FAX: (202) 512-1292

Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

To confirm receipt of your application, call: 202-512-1117.

For Additional Information please contact:

Human Capital Consulting Services

Renee Mudd

Phone: (202) 512-2131

TDD: (202) 512-1519

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, reference check, and background check before appointment.

GPO may pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.